

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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| Decision type | <input type="checkbox"/> Key Decision | <input checked="" type="checkbox"/> Significant Operational Decision | <input type="checkbox"/> Administrative Decision |
| Approximate value | <input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 |
| Director¹ | Resources | | |
| Contact person: | Mandy Snaith | Telephone number: 0113 535 0255 | |
| Subject²: | Authority to award a contract to Torton Bodies Ltd. for the supply of three Mobile Youth Service Vehicles as part of the Vehicle Replacement Programme 2022/23. | | |
| Decision details³: | What decision has been taken? The Chief Officer Civic Enterprise Leeds approved the award of a contract award for the supply of three replacement vehicles for Youth Services under the fleet replacement programme to Torton Bodies Ltd. at a total value of £358,500.00 | | |
| | A brief statement of the reasons for the decision Children & Families / Youth Services require three new Mobile Youth Service Vehicles to replace their old vehicles as advised in the 2022/23 Vehicle Replacement Programme, which was tendered through TPPL with Torton Bodies Ltd. emerging as the preferred bidder. These vehicles will be replacing older unreliable vehicles with heavy maintenance requirements, with more suitable new vehicles with up-to-date emission technology, which will contribute towards improving local air quality for the benefit of everyone's health and wellbeing. The vehicles will be supplied with solar panels which further reduce their environmental impact. | | |
| | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision N/A | | |

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

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| Affected wards: | |
| Details of consultation undertaken⁴: | Executive Member |
| | Ward Councillors |
| | Chief Digital and Information Officer ⁵ |
| | Chief Asset Management and Regeneration Officer ⁶ |
| | Others Fleet Services consulted with the end user on their new vehicle requirements. PACS colleagues provided advice on procurement route |
| Implementation | Officer accountable, and proposed timescales for implementation |
| List of Forthcoming Key Decisions⁷ | Date Added to List:- |
| | If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision |
| | If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____ |
| Publication of report⁸ | If not published for 5 clear working days prior to decision being taken the reason why not possible: |
| | If published late relevant Executive member's approval Signature _____ Date _____ |
| Call-in | Is the decision available ⁹ for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| | If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: |
| Approval of Decision | Authorised decision maker ¹⁰ The Chief Officer Civic Enterprise Leeds - Sarah Martin |

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.

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| | Signature  | Date: 10.05.2023 |
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